eGrant How to Submit Guide
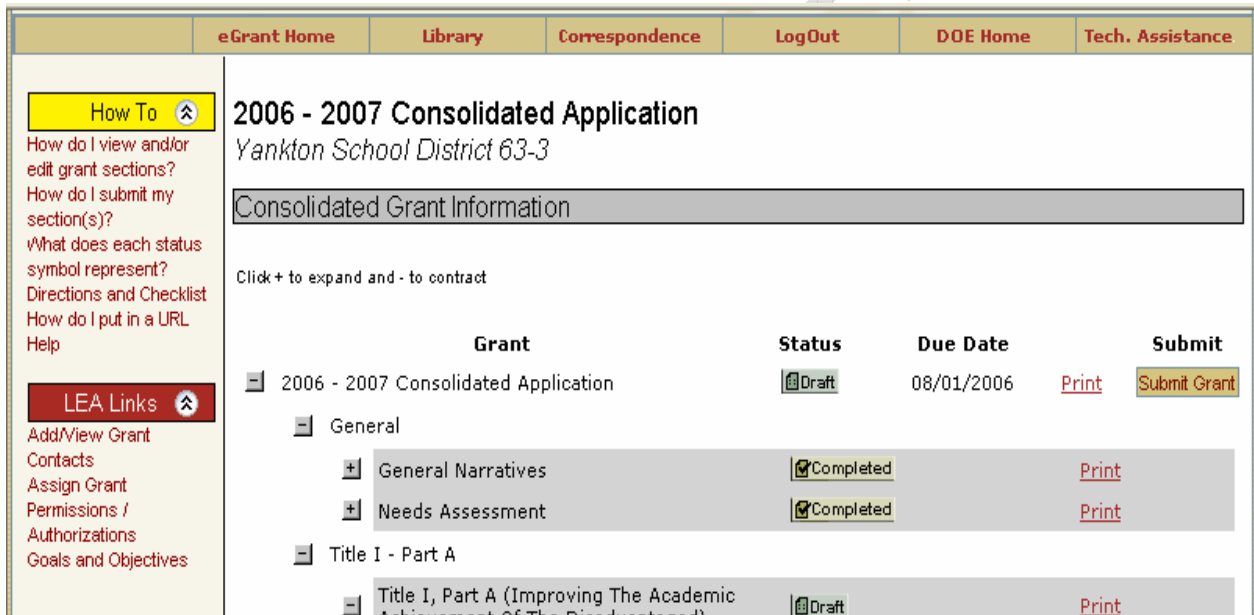## For LEA Administrators

A. **Completion of Grant**
Each section needs to be completed (both Narrative & Budget sections) prior to submitting the grant. The Business Manager needs to approve the Budget sections. The section contacts need to submit the individual sections.

1. Click the 'Submit' button for each section
2. A pop up box will display. Click 'OK'.

3. **Completed**-The grant application or section has been completed and submitted by the appropriate LEA contact. The grant application has not been submitted to the SEA. Changes can still be made to those sections of the application; however the sections will have to be resubmitted by the Section Contact.

B. Why is there not a submit button displayed?

1. The Business Manager or Fiscal Representative has not approved the budget sections of the grant and/or;

2. The individual logged into the eGrant system may have read only or edit permissions and not have the ability to submit sections of the grant.

C. Why Can't I Submit the Grant?

1. Only the Superintendent or Authorized Representative can submit the grant.
2. If a section(s) of the grant has not been completed, a pop up box will display a message explaining which section(s) remain to be submitted.

D. Submitting the Grant

Click the 'Submit Grant' button in the upper right hand corner under **Submit**.

E. Statement of Assurances

1. Review the General Assurances.

2. Enter the signature, by typing the first & last name in the boxes.

3. Enter the date of Board Meeting.

4. Check the 'I Agree' box.

5. Click 'Continue'.

STATEMENT OF ASSURANCES

GENERAL ASSURANCES:

The local education agency (LEA) hereby assures the South Dakota Department of Education that:
1. Each program will be administered in accordance with all applicable statutes, regulations, program plans, and applications.
2. The control of funds provided under each program and title to property acquired with program funds will be in a public agency or in a nonprofit private agency, institution, organization, or Indian tribe, if the law authorizing the program provides for assistance to those entities.
3. The public agency, nonprofit private agency, institution, or organization, or Indian tribe will administer the funds and property to the extent required by the authorizing statutes.

Enter signature below, check the I agree box and click continue to submit the grant.

First Name: [   ]
Last Name: [   ]

Assurances and Certification Statement:

The above named applicant assures the South Dakota Department of Education that these projects will be administered in compliance with the Statement of Assurances of this application, with state and federal laws and regulations applicable to the use of these funds, that the information contained in this application is accurate and complete, and that the board of the above named applicant has authorized me as its representative to file this application as recorded in the minutes of the board meeting held on:

Date of Board Meeting: [   ]
☐ I Agree
[Continue]

Note: (If the Assurance box does not display, check to make sure the popup blocker(s) are disabled.)

F. Grant Submitted

Locked – The grant application and all sections have been submitted to the SEA. The entire grant application has been approved and submitted by the Superintendent.

How To ⊗
How do I view and/or edit grant sections?
How do I submit my section(s)?
What does each status symbol represent?
Directions and Checklist
How do I put in a URL
Help

LEA Links ⊗
Add/View Grant Contacts
Assign Grant Permissions / Authorizations
Goals and Objectives

2006 - 2007 Consolidated Application
Yankton School District 63-3

Consolidated Grant Information

Click + to expand and - to contract

Grant	Status	Due Date		Submit
− 2006 - 2007 Consolidated Application	🗵 Locked	08/01/2006	Print	
− General				
+ General Narratives	🗵 Locked		Print	
+ Needs Assessment	🗵 Locked		Print	
− Title I - Part A				
+ Title I, Part A (Improving The Academic Achievement Of The Disadvantaged)	🗵 Locked		Print	
+ Title I, Part A (School Selection)	🗵 Locked		Print	
− Title I - Part A - Targeted Assistance				
+ BEADLE ELEM	🗵 Locked		Print	
+ LINCOLN ELEM	🗵 Locked		Print	
+ STEWART ELEM	🗵 Locked		Print	
+ WEBSTER ELEM	🗵 Locked		Print	
− Title II - Part A				
+ Title II, Part A (Improving Teacher Quality)	🗵 Locked		Print	
− Title II - Part D				
+ Title II, Part D (Enhancing Education Through Technology)	🗵 Locked		Print	